

STATE OF CALIFORNIA

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PERSONNEL LETTER # 00-007
CSU ONLY

To: All Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: CALIFORNIA STATE UNIVERSITY BARGAINING UNIT 06 JULY 1, 2000
SALARY INCREASE ADJUSTMENTS

The agreement reached between the California State University (CSU) and Bargaining Unit (BU) 06 employees provides for salary increase adjustments effective 07/01/00 and other related salary changes. Employees are not entitled to a Service-based Salary Increase (SSI) for Fiscal Year 2000/2001.

The Personnel/Payroll Services Division (PPSD) manually posted the salary increase adjustments to the affected employees' Employment History (EH) records. The update was completed by the July 21, 2000 master payroll cutoff date. The EH GEN transaction was used to document the salary increase adjustments. Campuses will be responsible for processing the other salary changes.

Refer to Technical Letter HR/SA 2000-15 for further information on the salary increase adjustments and other salary related changes. An attachment is provided detailing information and processing instructions for BU 06. If you have any questions with the attached information, please contact your CSU Audits' Representative at the State Controller's Office.

Salary Increase Adjustments

- BU 06 employees received percentage based salary increase adjustments effective 07/01/00 based on each individual's classification (see Technical Letter HR/SA 2000-15). The salary increase adjustments include the equity increase adjustment and/or the increase adjustment pursuant to a settlement agreement. Also, some classifications will have a new maximum salary rate that does not equal the percentage increase applied to the employees in the classification. For employees below the new maximum salary rate, the employees' anniversary date needs to be 'NONE'. For employees above the new maximum salary rate, their new salary rate must equal their classification's maximum salary rate since they cannot be above the maximum salary rate of their classification. PPCSD manually processed the 07/01/00 effective date salary increase adjustments as follows:

For employees who were at the old maximum salary rate and who fall below the new maximum salary rate, 07/01/00 effective date CRO transactions were processed to reflect the salary increase adjustments and a new anniversary date of 'NONE'.

For all other employees, 07/01/00 effective date GEN transactions were processed to reflect the salary increase adjustments.

Employees with Red Circle Rates and employees on NDI, Supplementing with Catastrophic Leave Donations were included in the above manual updates.

- . Employees who separated prior to 07/01/00 may need an adjustment to their lump sum payments, if those payments extended beyond 06/30/00. A GEN transaction will not be posted. PPSD has identified the affected employees and will manually adjust the lump sum payments.
- . Employees with appointment expiration dates of 06/30/00 or prior were not processed by PPSD. Campuses must determine if the employees are to be reappointed or separated and key enter the appropriate transactions (see below processing instructions).
- . For some employees, the salary increase adjustment rate calculations may result in a new assigned salary rate slightly below the minimum or above the maximum salary rate of the employees' class/range. This occurs due to the 10/12 or 11/12 conversion calculation. Since an employee's assigned salary rate CANNOT be below the minimum or above the maximum of the class/range, each affected employee's new assigned salary rate was adjusted upward or downward accordingly per the manual update.

Other Salary Related Changes

- . Employees are eligible for a Performance Based Salary Increase (PBSI) effective July 1, 2000. These increases will be processed by the campuses via the SCR transaction (with Detail Transaction Code 50).
- . Employees are eligible for a one-time lump sum bonus. The campuses will manually process the bonus via the Payroll Input Process (PIP) System. These can be awarded during any period of the year.
- . Effective 07/01/00, an Extended Performance Increase (EPI) of up to 1% of an employee's base salary (not to exceed the maximum of the salary range), is available to permanent employees. The employee's overall performance must have been satisfactory for the previous five years. Additionally, the employee must have completed 12 years of qualifying pay periods and qualifying months of service at the CSU as of June 30, 2000. The EPI will be manually processed by the campuses via the CRO transaction. Enter 'Ext Perf Incr' in Item 215 (EH Remarks).
- . Employees are eligible to be awarded for Meritorious Performance (MP) at any time through campus funded salary increases. The increase will be manually processed by the campuses via the SCR transaction (with Detail Transaction Code 50).

NOTE: If the PBSI and MP are effective the same date (i.e., 07/01/00) and are to be keyed on the same date, process only one SCR with Detail Transaction Code 50.

If the MP is effective the same date as the PBSI (i.e., 07/01/00) but will be keyed on a different date than the PBSI, process an SCRC (correct) transaction to the PBSI and include the MP salary increase. If the MP is

effective at the beginning of another pay period (i.e., not 07/01/00), process an SCR transaction and enter 'Article 24.18' in Item 215 (EH Remarks).

- . Employees in certain classifications (see Technical Letter HR/SA 2000-15) will be moved into newly established classifications effective 07/01/00. The campuses will manually process the classification movement via the 122 transaction. This change will occur after the 07/01/00 effective date salary increase adjustments have been completed. Enter 'HR-2000-11' in Item 215 (EH Remarks).

Campus EH Processing Information

- . Based on the updates processed by PPSD, the following is a guideline for processing various EH transactions. The transactions should be key entered in the order indicated.
 1. Separations effective 06/30/00 or prior:
 - a. CROV or GENV effective 07/01/00.
 - b. SXX.
 2. Separations effective 07/01/00 or later, including Leaves Without Pay, (S49 and 565 transactions with Job Injury Code = 7), should be processed as usual with the exception identified in #3 below.

DO NOT VOID THE CRO OR GEN TRANSACTION.

If the separation was keyed prior to the CRO or GEN transaction with the old salary rate, process as follows (for 10/12 or 11/12 employees only):

 - 1) SXXC - enter the new total amount due in Item 810.
 3. Employees on NDI/Leave of Absence Without Pay as of 07/01/00 and are to separate 07/01/00 or later with lump sum vacation/extra hours (Item 621) requested on the separation transaction:
 - 1) A57 or A58 effective same date as SXX and effective date hours = COB to change salary rate to the salary adjustment rate. Also, enter 'Lump Sum Only' in Item 215 (EH Remarks).
 - 2) SXX.
 4. Leave of Absences effective 06/30/00 or prior, including 565 transaction (with Job Injury Code = 7):
 - 1) CROV or GENV effective 07/01/00.
 - 2) SXX or 565.
 5. Appointments effective 06/30/00 or prior and Item 450 = 1, 3 or 4; or

Reappointments for employees with an appointment expiration date prior to 06/30/00:

 - 1) AXX.
 - 2) CRO effective 07/01/00 if the employee is appointed at the old maximum salary rate and the new salary rate is not the maximum salary rate of the employee's classification. Enter 'NONE' in Item 330, Anniversary Date, the new salary rate in Item 820, Assigned Salary Rate, and 'Equity' in Item 215, EH Remarks.

OR

GEN effective 07/01/00 if not above (enter the salary increase adjustment rate in Item 820, Assigned Salary Rate and enter 'Equity' in Item 215, EH Remarks).

6. Appointments effective 07/01/00 or later and Item 450 = 1, 3 or 4; or

Reappointments for employees with an appointment expiration date equal to 06/30/00:

No CRO or GEN transaction is required. However, enter the salary increase adjustment rate in Item 820, Assigned Salary Rate, on the appointment transaction. If the new salary rate is not the maximum salary rate of the employee's classification, Item 330, Anniversary Date, must be 'NONE'.

7. Reinstatements effective 06/30/00 or prior, including A57, A58, A68 and 565 with Job Injury Code = 4 (if prior status was Job Injury Code 7):

- 1) AXX or 565.
- 2) 715 effective same date of A68 or 565 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
- 3) CRO effective 07/01/00 if the employee is appointed at the old maximum salary rate and the new salary rate is not the maximum salary rate of the employee's classification. Enter 'NONE' in Item 330, Anniversary Date, the new salary rate in Item 820, Assigned Salary Rate and 'Equity' in Item 215, EH Remarks.

OR

GEN effective 07/01/00 if not above (enter the salary increase adjustment rate in Item 820, Assigned Salary Rate and enter 'Equity' in Item 215, EH Remarks).

8. Reinstatements via the A57 or A58 transaction effective 07/01/00 or later.

No CRO or GEN transaction is required. However, enter the salary increase adjustment rate in Item 820, Assigned Salary Rate on the A57 or A58 transaction. If the new salary rate is not the maximum salary rate of the employee's classification, Item 330, Anniversary Date must be 'NONE'.

9. Reinstatements via the A68 or 565 transaction with Job Injury Code = 4 (if prior status was Job Injury Code 7) effective 07/01/00:

- 1) A68 or 565 effective 07/01/00.
- 2) 715 effective 07/01/00 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
- 3) CRO effective 07/01/00 if the employee is appointed at the old maximum salary rate and the new salary rate is not the maximum salary rate of the employee's classification. Enter 'NONE' in Item 330, Anniversary Date, the new salary rate in Item 820, Assigned Salary Rate and 'Equity' in Item 215, EH Remarks.

OR

GEN effective 07/01/00 if not above (enter the salary increase adjustment rate in Item 820, Assigned Salary Rate and enter 'Equity' in Item 215, EH Remarks).

10. Reinstatements (via the A68 or 565 transaction with Job Injury Code = 4) effective 07/02/00 or later, from an S46 or 565 with Job Injury Code = 7:
 - 1) A68 or 565.
 - 2) 715 effective same date of A68 or 565 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
 - 3) CRO effective same date of A68 or 565 to change salary rate to the salary increase adjustment rate and if applicable, to change anniversary date to 'NONE'. Enter 'Equity' in Item 215, EH Remarks.
11. Transactions not identified above, process as usual.
12. If a correction to a previously keyed 07/01/00 effective date transaction (i.e., prior to the 07/01/00 effective date CRO or GEN transaction) is processed, Automated Audit (AA) 9320-02, ASSIGNED SALARY INVALID, PER CSU PAY SCALES may be received. The transactions will need to be submitted to PPSD for processing. Refer to the Personnel Information Management System (PIMS) Manual for out-of-sequence processing (pages 11.4 through 11.8). If other AA messages are received, please contact your CSU Audits' Representative.

RZ:CAH:PMAB